



# **Heritage Network Norfolk**

**Registered Charity, No: 1161645**

## **Trustees' Annual Report & Statement of Financial Activity for the financial year ended 31 March 2021**

# Trustees' Annual Report & Statement of Financial Activity for the financial year ended 31 March 2021

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# Trustees Annual Report & Statement of Financial Activity for the financial year ended 31 March 2021

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## 1 Reference and Administration Details

### 1.1 Charity Name & Registration

#### Heritage Network Norfolk

The charity is a Charitable Incorporated Organisation, registration no: 1161645, registered with the Charity Commission on 13 May 2015.

The charity is not registered with HM Revenue & Customs.

### 1.2 Charity's Address

c/o Museum4Watton, Wayland Hall, Middle Street, Watton, Thetford, IP25 6AG  
(previously c/o SHARE Museums East, Shirehall, Market Street, Norwich NR1 3JU)  
e-mail: museumsnorfolk@gmail.com  
website: hnn.org.uk

### 1.3 Names of the Trustees of the Charity

	<i>Role</i>	<i>Appointed</i>	<i>Resigned</i>
Sue Gattuso			
Lisa Little			
Chris Hutchings			
Su Booth	Ex Officio		

### 1.4 Names of Advisors & Senior Members of Staff

The management of the organisation is the role and responsibility of the Board of Trustees. The end of year financial statements were drawn up by a volunteer who works as a professional accountant. There are no sub-committees at present.

### 1.5 Bank

Barclays Business Banking, Leicester, LE87 2BB

## 2 Structure, Governance & Management

### 2.1 Type of Governing Document

Heritage Network Norfolk is registered as a Charitable Incorporated Organisation and was set up with an Association Model constitution on 13 May 2015 as Museums Norfolk. On 17 March 2019 the charity's name was changed to Heritage Network Norfolk. Hitherto Museums Norfolk was an unincorporated membership organisation, known as the Museums in Norfolk Group.

### 2.2 Charitable Objects

Our charitable objectives, as defined in our governing document, are to promote the efficient and effective use of the charitable resources of museums, archives, art galleries and heritage organisations in Norfolk whose collections are open to the public and operated on a not-for-profit basis with the aim of advancing education, the arts and local heritage for the benefit of the public by:

- (1) Promoting the highest professional standards of work and public service;
- (2) Supporting the education, training and development of staff and volunteers;
- (3) Delivering other services to support the charitable work of such organisations;
- (4) Acting as a representative to other bodies;
- (5) Encouraging public education through the promotion and maintenance of, and access to, high quality museums, art galleries and heritage organisations;
- (6) Making grants to support the charitable work of such organisations.

## **2.3 Trustee Selection Methods**

Appointment to the Board of Trustees is approved by the membership at Annual General Meetings. In accordance with the Constitution, Trustees are appointed or re-appointed for a term of three years. Sue Gatusso, Lisa Little and Chris Hutchings are due to retire by rotation at the 5th AGM in 2021. Trustees are selected by an open recruitment process including advertising, application and interview. In appointing Trustees due consideration is given to ensuring that the Trustees have, between them, the skills and experience necessary to manage the charity effectively and in accordance with charity law. There must be at least three charity trustees. The maximum number is seven. The Norfolk Museum Development Officer, employed by Norfolk Museums Service, is an ex officio trustee. A Board Review was conducted in February 2020 to identify roles for Trustees and identify gaps in skills and experience.

# **3 Activities**

## **3.1 Statutory Declaration**

The Trustees of Heritage Network Norfolk confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

# **4 Achievements & Performance**

## **4.1 Outputs and Outcomes for the Charity's Beneficiaries**

The three remaining trustees have been working hard to keep their own museums going during the COVID-19 pandemic but have continued to meet, formulate and start to deliver a plan for 2021-3, complete the board review and undertake a trustee recruitment campaign. The ex officio Trustee has been passing on information to the membership as part of her role as Norfolk Museum Development Officer. The 2020 Annual General Meeting was not held, due to the COVID-19 pandemic and the Charity Commission approved a delay in reporting until 30 September 2021.

We received a grant of £600 towards wellbeing workshops which were scheduled to be held at Wymondham Heritage Museum, the Museum of the Broads and True's Yard Fisherfolk Museum in May 2020 but were postponed because of the COVID-19 pandemic.

We continue to host a website to publicise the member organisations under the domain name hnn.org.uk.

In March 2021 we sent out a proposal to the Heritage Network Norfolk membership laying out our intended activity in the financial years 2021-3 for comment. We received feedback from eleven member organisations, broadly supportive. The aims, vision, mission and values of Heritage Network Norfolk remain the same as those that were discussed during the 4<sup>th</sup> Annual General Meeting in 2019.

In June 2021 we held a virtual coffee morning to discuss school visits to museums. Speakers from the Group for Education in Museums and Festival Bridge were invited. A recording of this session is available to members who were unable to attend.

## **4.2 How the Public Have Benefitted.**

We continue to host a website which the public can access to find museums to visit in Norfolk. We have worked with SHARE Museums East to promote activity that will help museums develop, with knock on benefits for the public. Wellbeing workshops for the public at Wymondham Heritage Museum, the Museum of the Broads and True's Yard Fisherfolk Museum in May 2020 were postponed because of the COVID-19 pandemic. This was experimental activity to gather feedback that we could use for advocacy to health professionals to promote our museums as venues for wellbeing activity. Information passed on to the member organisations included advice and guidance on safely reopening museums and heritage sites to the public.

## **4.3 Contributing to Activities Run by Other Organisations**

Heritage Network Norfolk received funding from SHARE Museums East in return for which the activities organised by SHARE are promoted to the membership of Heritage Network Norfolk. We worked with Norfolk & Norwich Festival Bridge and the Group for Education in Museums to inform our membership about the current thinking in working with schools and to inform the membership about the role and activities of these organisations.

The three postponed wellbeing workshops were part of the Wellbeing Week activity promoted by the Culture, Health and Wellbeing Alliance and Norfolk County Council's Cultural Services.

## **4.4 Trustee Development**

Trustees are encouraged to participate in development opportunities as and when appropriate. A skills analysis was conducted as part of the Board Review in February 2020.

# **5 Financial Review**

## **5.1 Details of Any Funds Materially in Deficit**

The Charity has no funds which are materially in deficit.

## **5.2 Policy on Reserves**

The Charity's policy on reserves is to generate and maintain a balance which is sufficient:

- a) to preserve the financial viability of the Charity in the event that unforeseen and/or unavoidable circumstance precipitate a short-term fall in its income;
- b) to enable the Charity, in the interests of meeting its objectives, to undertake from time to time the setting up of new and innovative projects on a pilot basis to demonstrate the viability and potential benefits of such activities as a precursor to securing the external funding necessary to maintain such projects on an on-going basis.

For these purposes the Charity will endeavour to generate and maintain reserves which are at least £5000.

## **5.3 Principal Sources of Funding and Outgoings**

There has been very little income and expenditure this financial year. Membership fees have been suspended until April 2022. A grant from SHARE Museums East paid for the postponed Wellbeing Workshops in full and remains in the bank. Expenditure was minimal and chiefly on administration such as the annual payment for the website domain name. The £961.06 of restricted funding left over from the SHARE Museums East Development Grants, which includes the wellbeing workshop grant, must be spent in line with Arts Council England investment principles and will be reported on by SHARE Museums East.

## **5.4 Remuneration of Trustees**

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the Charity are reimbursed at cost. No expenses were claimed.

## **5.5 Financial Status**

Though modest, Heritage Network Norfolk's current unrestricted resources are more than sufficient to meet its outgoings for at least next year.

The re-organisation of the way we manage the charity ensures that we are not reliant on external funding for our core costs in the foreseeable future. Fundraising will be required for projects and activity requiring external support. The financial statements for April 2019 – March 2020 and April 2020 – March 2021 were approved by the membership at the 5<sup>th</sup> Annual General Meeting on 22 September 2021.

## **5.6 Statutory Statements on Liabilities**

The Trustees declare that:

- ✓ The charity has given no guarantees where potential liability under the guarantee is outstanding at the date of the statement of assets and liabilities.
- ✓ The charity has no debt outstanding at the date of this statement which is owed by the CIO and which is secured by an express charge on any assets of the charity at the date of the statement of assets and liabilities.

Approved by the Trustees and signed on their behalf,

Christopher Hutchings

Trustee and Chair of the Heritage Network Norfolk 5<sup>th</sup> AGM

Date: 22 September 2021

## 6 Statement of Financial Activity

### 6.1 Receipts & Payments accounts for the Financial Year Ended 31 March 2021

Heritage Network Norfolk (formerly Museums Norfolk)

Income & Expenditure Account  
12 months to 31 March 2021

		2021			2020		
	Notes	Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
<b>Income</b>							
Membership subscriptions		-	-	-	981.00	-	981.00
MN Development grant	1	-	-	-	-	2,500.00	2,500.00
Supplementary grant		-	-	-	-	2,000.00	2,000.00
SHARE Museums grant		-	-	-	-	1,100.00	1,100.00
Wellbeing Workshops grant	3	-	600.00	600.00	-	-	-
Bank interest		3.50	-	3.50	5.93	-	5.93
<b>Total income</b>		<u>3.50</u>	<u>600.00</u>	<u>603.50</u>	<u>986.93</u>	<u>5,600.00</u>	<u>6,586.93</u>
<b>Expenditure</b>							
Marketing, admin & office costs		103.88	-	103.88	128.59	-	128.59
NCC grants	1	-	-	-	-	3,571.00	3,571.00
Board review (SHARE Museums grant)		-	-	-	-	1,100.00	1,100.00
<b>Total expenditure</b>		<u>103.88</u>	<u>-</u>	<u>103.88</u>	<u>128.59</u>	<u>4,671.00</u>	<u>4,799.59</u>
<b>Surplus/(Deficit) for the year</b>		<u>(100.38)</u>	<u>600.00</u>	<u>499.62</u>	<u>858.34</u>	<u>929.00</u>	<u>1,787.34</u>
<b>Brought forward</b>							
MN Development grant	1	-	407.06	407.06	-	(521.94)	(521.94)
Shared Enterprise grant		-	(46.00)	(46.00)	-	(46.00)	(46.00)
Unrestricted funds		8,187.73	-	8,187.73	7,329.39	-	7,329.39
<b>Total brought forward</b>		<u>8,187.73</u>	<u>361.06</u>	<u>8,548.79</u>	<u>7,329.39</u>	<u>(567.94)</u>	<u>6,761.45</u>
<b>Funds carried forward</b>		<u>8,087.35</u>	<u>961.06</u>	<u>9,048.41</u>	<u>8,187.73</u>	<u>361.06</u>	<u>8,548.79</u>
<b>Comprising</b>							
MN Development grant	1		407.06			407.06	
Shared Enterprise grant	2		(46.00)			(46.00)	
Wellbeing Workshops Grant	3		600.00			-	
			<u>961.06</u>			<u>361.06</u>	

Heritage Network Norfolk (formerly Museums Norfolk)

Notes to Income & Expenditure account

12 months to 31 March 2021

Note 1 MN Development grants

	<u>Budgeted</u>	<u>b/fwd</u>	<u>Grants</u>	<u>Spend</u>	<u>c/fwd</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Development manager Fees	-	5,820.00		-	5,820.00
Expenses	-	896.70		-	896.70
Network and training events	-	2,358.82		-	2,358.82
Admin assistant	-	487.30		-	487.30
New website and logo	-	2,500.00		-	2,500.00
GDPR training/networking	-	(782.90)		-	(782.90)
Volunteering leaflet	-	(129.50)		-	(129.50)
Audience development (schools)	-	500.00		-	500.00
Small grants to members	-	49.59		-	49.59
Transfer to unrestricted funds	-	(135.80)		-	(135.80)
Surplus adjustment	-	(107.15)		-	(107.15)
Adjustment to reflect grant shortfall against budget		(11,050.00)			(11,050.00)
	-	407.06	-	-	407.06

Note 2 Shared Enterprise grant 2018

Total overspend b/fwd and c/fwd (£46.00)

Note 3 Wellbeing Workshops grant

Grant of £600 made in July 2020 to run 3 Wellbeing Workshops that were subsequently cancelled due to COVID-19.

	<u>Budgeted</u>	<u>Grants</u>	<u>Spend</u>	<u>c/fwd</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Workshops	600.00		-	600.00
	<u>600.00</u>	<u>600.00</u>	<u>-</u>	<u>600.00</u>



## 6.2 Statement of Assets and Liabilities for the Financial Year Ended 31 March 2021

Heritage Network Norfolk (formerly Museums Norfolk)

Statement of Assets and Liabilities  
as at 31 March 2021

	2021			2020		
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>Assets</b>						
Cash funds	8,041.07	961.06	9,002.13	8,187.73	361.06	8,548.79
Prepayments	46.28	-	46.28	-	-	-
<b>Total assets</b>	<u>8,087.35</u>	<u>961.06</u>	<u>9,048.41</u>	<u>8,187.73</u>	<u>361.06</u>	<u>8,548.79</u>
<b>Liabilities</b>	-	-	-	-	-	-
<b>Net assets (agrees to Income &amp; Expenditure account)</b>	<u>8,087.35</u>	<u>961.06</u>	<u>9,048.41</u>	<u>8,187.73</u>	<u>361.06</u>	<u>8,548.79</u>

Signed on behalf of the Trustees

1. 

2. Christopher Hutchings

### Prepayments

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Expenditure						
Marketing, admin & office costs	46.28	-	46.28	-	-	-

## 6.3 Notes to the Accounts

### a) Accounting Policies

The financial statements have been prepared in accordance with the Charities Act 2011 Section 133, using the Receipts and Payments basis available to small charities and the charity's own simple accounts spreadsheet.

### b) Reimbursement of Out-of-Pocket Expenses

Out-of-pocket expenses incurred necessarily, reasonably and incidentally in the course the charity's activities are reimbursed at cost.

No Trustees received any reimbursement of out-of-pocket expenses in the financial year.

### c) Salaries & Professional Fees

No trustee receives any payments for the services they provide to the charity.

In the current financial year the charity employed one member of staff and two external contractors (Admin Assistant and Board Review facilitator).

### d) Fixed Assets

The charity has not purchased or disposed of any fixed assets in the current financial year.

### e) Creditors & Debtors

Cheques for goods or services purchased, or invoices for goods or services delivered, which are issued prior to the end of the financial year but not appearing in the end of financial year bank statement are reported as outstanding creditors or debtors respectively.